

INTERGOVERNMENTAL AFFAIRS COORDINATOR

DEFINITION

To organize, research, review and analyze legislative proposals that might impact the City of Chula Vista and its operations; to coordinate assigned activities with other departments, outside agencies and the general public; and to provide highly responsible and technical staff assistance to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, coordinate, and perform functions related to the Intergovernmental Affairs activities; provide the City Manager and department heads with timely information, analyses, technical assistance, and recommendations regarding various legislative issues that might impact the City's operations.

Conduct in-depth research and analysis, and distribute legislative proposals to department heads for review.

Inform the City Manager and appropriate staff of all legislative issues affecting the City and initiate appropriate response to proposed or pending legislation.

Develop strategies and take action to attain or prevent passage of legislation by involving other parties in order to avoid adverse impact on the City and its operations.

Analyze and monitor federal and state legislation and regulatory actions that may affect the City.

Analyze and interpret pending and proposed legislation, assess its impacts and prepare recommendations to adopt effective courses of action; coordinate with other cities on policies and procedures related to common concerns or interests.

Prepare legislative analyses including fiscal impact assessment, position recommendation, and implementation of recommendations as needed.

Administer the contract of the City's lobbyist in Sacramento; oversee his/her activities and direct advocacy efforts on behalf of the City; provide him/her with adequate and timely information on City concerns to maximize effectiveness.

Plan, schedule and prepare quarterly and year-end legislative reports for the Mayor and City Council.

Develop and submit for approval an annual legislative program to provide guidance to City staff and lobbyist.

Arrange for personal and Mayoral/Council visits to district offices of State and Federal legislators.

Research and interpret City policies, rules, and regulations in response to inquiries.

Represent the City to outside agencies and organizations and participate in community and professional groups and committees.

Prepare and present staff reports and other necessary correspondence.

Build and maintain positive working relationships with co-workers, other employees, and the public using principles of good customer service.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public administration.

State and Federal legislative processes.

Pertinent federal, state, and local laws, rules, and policies regarding local government operations.

Legislative process and role of legislative committees.

Interest groups and their role in advocacy of federal, state and local policies.

Research methods, techniques, and report presentation.

Modern office procedures and computer equipment.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Monitor state and federal legislative programs.

Gain cooperation through discussion and persuasion.

Prepare legislative proposals.

Write and present clear concise and accurate oral and written reports including sound recommendations.

Present training sessions related to area of responsibility.

Travel to other locations in the City and out of town as necessary.

Interpret and explain pertinent City policies and procedures.

Develop and recommend policies and procedures related to area of responsibility.

Operate a personal computer and applicable software related to area of assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working and diplomatic relations with staff, the public and representatives from governmental, industry, media, and other agencies.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible governmental administrative staff experience including the analysis of legislation and participation in a variety of business/community oriented special projects and activities.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with a major in public administration, political science, public relations, journalism or a closely related field.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulations; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 20 pounds or less. See in the normal vision range with or without correction to read typical business documents, computer screens, hear in the normal range with or without correction.

WORKING ENVIRONMENT

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices or meetings with other agencies. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

12/01